

COMMUNICATIONS REQUEST FORM



*PROJECT REQUESTOR/OWNER

*REQUEST DATE

*DEPARTMENT

*FIRST PROOF NEED DATE

*NAME OF PROJECT/REQUEST

DATE AND TIME FOR COMMUNICATION TO BE SENT

All communications requests begin with this form. Please fill it out, then obtain Project Team Authorization signatures, and submit the completed form to Communications@plexusworldwide.com

**For all urgent, same day requests please submit:
With ALL approval signatures no later than 3:30pm
Without approval signatures no later than 10:00am**

*Indicates mandatory fields that must be completed for submission.

*PROJECT DESCRIPTION (EXPLAIN OVERALL STRATEGY/OBJECTIVE OF THE PROJECT AND PROJECT ASSET(S) THAT NEED TO BE CREATED):

*PROJECT STAKEHOLDERS (ALL TEAM MEMBERS WHO WILL BE PROVIDING REVIEW/APPROVAL):

FORM OF COMMUNICATION REQUESTED

- EMAIL FACEBOOK: AMBASSADOR COMMUNITY
 THE PLEXUS SCOOP OTHER
 TEXT MESSAGE CANADA FACEBOOK: AMBASSADOR PAGE

HAVE LEGAL AND COMPLIANCE REVIEWED THIS REQUEST? YES NO

NOTE: QUALITY CONTROL, COMPLIANCE AND LEGAL ARE REQUIRED PROJECT STAKEHOLDERS.

*PROJECT DESIGN

*MARKET(S)

*COMMUNICATION SERVICES:

EMAIL /TEXT LIST:

*ESTIMATED BUDGET (FOR TEXT PURPOSES ONLY):

- NEW DESIGN PROVIDED BY CREATIVE
 USE EXISTING TEMPLATE

- USA
 CANADA
 AUSTRALIA/
NEW ZEALAND

- COPY PROVIDED
 COPY NEEDED
 TRANSLATION NEEDED
 TRANSLATION PROVIDED

- ALL AMBASSADOR ALL PREFERRED CUSTOMERS
 JEWELS ACTIVE AMBASSADORS
 ALL RETAIL CUSTOMERS TARGETED LIST TO BE PROVIDED
 STAFF

AMOUNT:
\$ _____
DEPT. TO CHARGE (\$0.01/TEXT MESSAGE):
\$ _____

PLEASE NOTE EACH EMAIL AUDIENCE LIST MUST HAVE ITS OWN SPREADSHEET. THE COMMUNICATIONS TEAM CANNOT ACCEPT SPREADSHEETS WITH MULTIPLE TABS.

FOR EMAIL COMMUNICATION

*EMAIL SUBJECT: _____

*PLEASE PROVIDE COPY FOR JEWEL PREVIEW TEXT.

REPLY TO EMAIL ADDRESS: _____

*PROJECT TEAM AUTHORIZATION (To be completed by applicable parties before Communications resources are scheduled and assigned):

*PROJECT OWNER:

*PROJECT OWNER'S SUPERVISOR:

SIGNATURE DATE

SIGNATURE DATE

COMMENTS

COMMENTS

*EXECUTIVE: (UPLINE OF SUPERVISOR)

*CREATIVE PROJECT MANAGER

SIGNATURE DATE

SIGNATURE DATE

COMMENTS

COMMENTS

TEAM ASSIGNMENT (Communications Team Input):

DESIGNER

PLEASE EMAIL DIGITAL WORKING FILE TO COMMUNICATIONS@PLEXUSWORLDWIDE.COM AND BRING A SIGNED COPY TO THE COMMUNICATIONS TEAM.